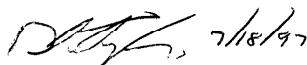


Appendix B

Commonwealth of Virginia Database Index Reporting Form							
1. Public Body Name & Numeric Code: Va. Commission for the Arts , 148	4. Point of Contact: Paul Tyler						
2. Database Title: Grant Applicants and General Mailing List	5. Phone Number: 804-225-3132						
3. Database Acronym: CLIENTS	6. Signature & Date:  7/18/97						
<p>7. Database Description and Contents: (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</p> <p>The "CLIENTS" database is maintained by the Commission for the Arts to track contact information for current and past grant applicants and for individuals and organizations who have expressed an interest in receiving information from the Commission regarding the arts in Virginia. Each record includes over 30 fields of information, including name, mailing address, phone, fax, e-mail and URL addresses (if any), and for grantees, miscellaneous geographical, institutional and Congressional district coding, as required for accurate reporting on grant activities to the state and federal governments.</p> <p>Over 8100 records are included in this database as of July of 1997. There are no known restrictions to public access, but due to the volume of information contained in the database, it is recommended that the agency contact be consulted in advance regarding the format and planned use of any request.</p> <p><i>Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i></p>							
8. Date of Last Update: July 17, 1997	9. Frequency of Update: <input type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other: As Needed						
<p>10. Formats Available and Schedule of Fees: (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</p> <table border="0"> <thead> <tr> <th>a. Format</th> <th>b. Cost</th> </tr> </thead> <tbody> <tr> <td>1) Electronic, via e-mail, in dBASEIV or ASCII delimited (sorted and/or filtered, if requested)</td> <td>No Charge</td> </tr> <tr> <td>2) Mailing list format, hard copy, via regular mail (sorted and filtered, 8½ x 11, 30 names/page)</td> <td>\$10.00 per 1000 names</td> </tr> </tbody> </table>		a. Format	b. Cost	1) Electronic, via e-mail, in dBASEIV or ASCII delimited (sorted and/or filtered, if requested)	No Charge	2) Mailing list format, hard copy, via regular mail (sorted and filtered, 8½ x 11, 30 names/page)	\$10.00 per 1000 names
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Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97